How to Pull Reports from Simplek12's Learning Management System

Note: the screen captures in this presentation are difficult to print in an easy to read version.   The slideshow is available on the OPI web page and may reproduce better on your local printer.

http://www.opi.mt.gov/Programs/TitlePrgms/TItle_II_X/Index.html?gpm=1_4
File Name: How to Pull Reports form the Simple K12LMS

Thank you

Sign In Using Administrator User ID And Password

Use this form to log on to the LMS. Someone may have already supplied you with a User ID and password. Enter your User ID and Password below, and then click the Continue button.

Directions for taking SimpleAssessment

by **Default Administrator** on Thursday, October 01, 2009 at 12:02:24 PM

- Scroll down to the bottom of the page and click on the blue Icon labeled SYSTEM TEST Pease make sure you have all green check marks. If you do not, please follow the steps outlined. The most common error occurs with Pop-ups, please temporarily enable your Pop-ups. If using an **Apple/MAC** Computer, please use **Safari** as your Browser.

- Please check your screen resolution, in order to see the full question, your screen resolution should be set to: 1024 X 768. If you are unsure of how to check for the correct settings, please contact an administrator.

- Enter Your User ID & Password (not case sensitive). Your User ID & Password will be provided by your Administrator.

Sign In

| User ID: |
| Password: |

Forgot your password?

Continue

Expand Administration On Left Pane And Click On Reports

Admin Menu

Home
- Content
- Users
- Community
- Administration
  - Reports
  - Metadata
  - Settings
- Help

Sign Out

refresh settings
version 2.21

Home

⚠ This Home page allows you to access all of the LMS features and settings, depending on your access level. Refer to the user guide f

Content
Lessons, Courses, Questions, Tests, Surveys, Files

Community
Blogs, Messages (4)

Help
Support, Upgrades, Glossary, FAQs, User Guides, Site Messages

Users
Staff, Groups, Administrators

Administration
Reports, Metadata, Settings

FREE! STUDENT TECHNOLOGY ASSESSMENT | System Test | Search -n- Learn | View Settings

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Click On Test Report

Admin Menu

Home
- Content
  - Lessons
  - Courses
  - Questions
  - Tests
  - Surveys
  - Files
- Users
- Community
- Administration
  - **Reports**
  - Metadata
  - Settings
- Help

Sign Out

ⓘ Reports on lessons, courses, assignments, tests, events, users, and PINs are available from here. To begin creating a report information you want to see, select the desired fields or filters, and then click the Generate button. Once a report is generated, clicking the Print button, or begin exporting the data by clicking the Export heading.
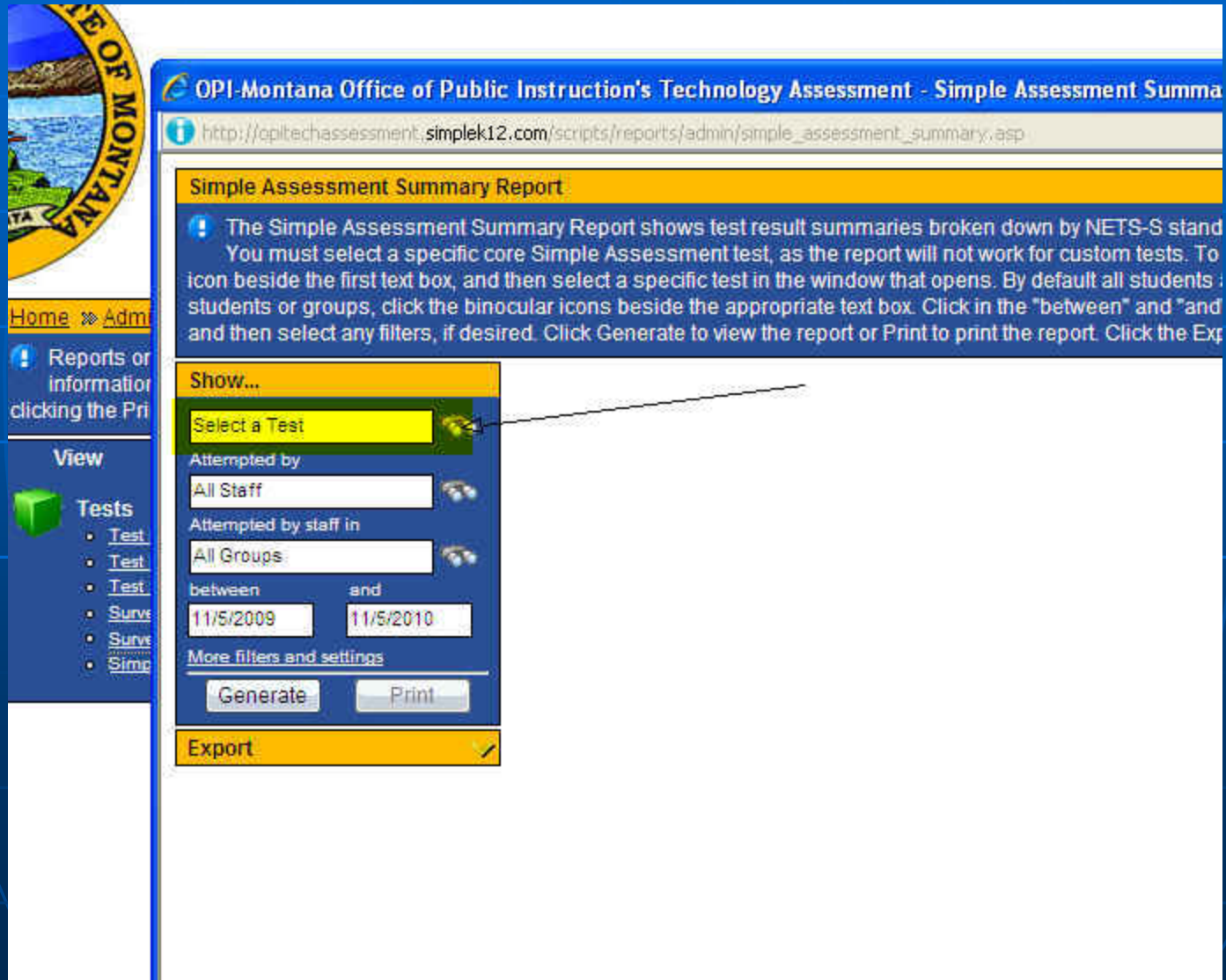
View
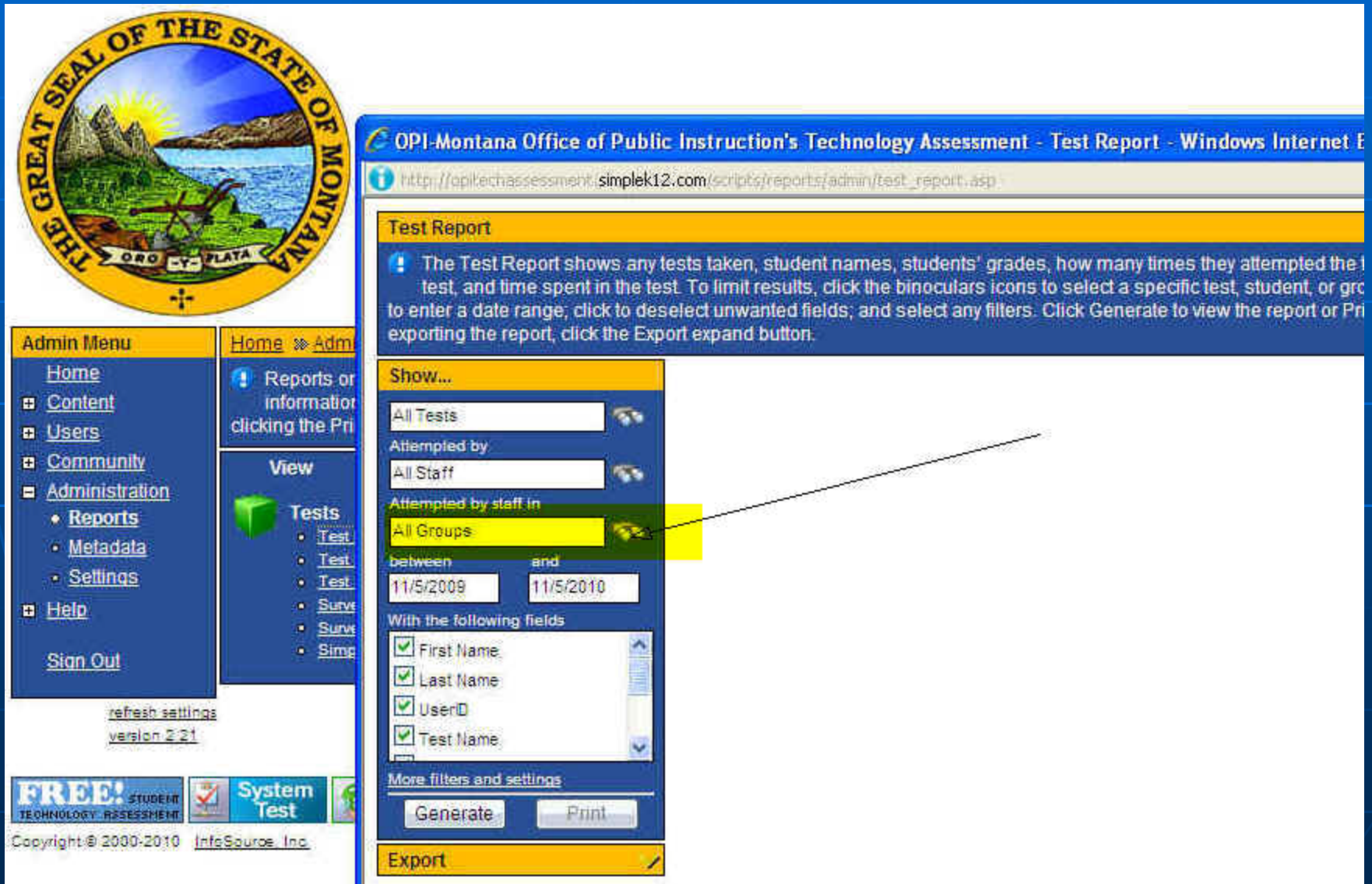
Tests
- Test Report
- Test Detail Report
- Test Status Report
- Survey Summary Report
- Survey Details Report
- Simple Assessment Summary Report

Courses
- Staff Training Time Summary

Click On Binocular To Select Specific Groups (Or Individuals)

Select Group From Filter

Click on Generate Button

Print Out Report To Get A Hard Copy

Click On Test Name To Generate And Print Individual Report Card

Expand Export Section To Enter Filename, Click On Export To Save Data To A Text File That Gets Saved In The System Under Content→ Files And Can Be Exported To An Excel Spreadsheet

For Summary Report Click On Simple Assessment Summary Report

Click On Binocular To Select A Test (And Group, If Required)

Select Test from Filter

Click On Generate To View And Print Summary Report, Expand Export To Save Under Content → Files

Expand Content →*Files To Save Exported Report to Hard Drive And Import Into Excel*